



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: May 13, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement May 16, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Friday, May 27, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Geologist License MUST accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

GEO III Geologic & Waste Assessment Senior Specialist
Bureau of Design & Environment
Highways
Springfield

Attachments
40543

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Friday, May 27, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Geologist License MUST accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Geologist III	Salary Range:	\$4,940 - \$8,700
Position Title:	Geologic & Waste Assessment Senior Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW213-23-50-306-40-01	IPR#:	40543

Office/Central Bureau/District/Work Address:

Division of Highways/Bureau of Design & Environment, 2300 S. Dirksen Parkway, Springfield, Illinois, IL

Description Of Duties:

This position is accountable for providing highly specialized, technical expertise department-wide to ensure that waste issues are adequately investigated and policy and procedures are uniformly applied. This position coordinates the hazardous waste studies conducted by the department. This position initiates, reviews, and administers investigation work plans and reports, risk assessments, and other technical special waste-related reports, including environmental compliance audits; recommends further action; and coordinates contract activities with consultants, districts, central office bureaus and regulatory agencies. The position keeps abreast of related laws, statutes, and rules and their potential effects on the department. This position acts as the department's technical expert in special waste-related issues and must effectively and professionally communicate within the department, other agencies and the public.

Special Qualifications:

The following criteria is required:

- Current Illinois Licensed Professional Geologist (PG) designation
- Valid driver's license
- Occasional statewide travel

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college with a B.S. degree in Geology, Engineering Geology or Earth Science, and course work in waste, geology, hydrogeology, soil/rock mechanics, contaminant transport, and remediation
- Five to ten years experience with special waste investigation, transportation project development and construction, and environmental laws, statutes and rules
- Working knowledge of United States and Illinois environmental regulations, as demonstrated by education, training, and/or specific experience
- Proficiency in Microsoft Excel, Word, and Access
- OSHA 40 hours HAZWOPER training per 29CFR 1910.120
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

***This position is covered under the Revolving Door Prohibition (RDP) Policy.**

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	June 25, 2015	POSITION:	Geologic & Waste Assessment Senior Specialist (Geologist III)
APPROVED BY:	Scott Stitt	OFFICE/DIVISION:	Highways / Bureau of Design & Environment
CODE:	PW213-23-50-306-40-01	REPORTS TO:	Geologic & Waste Assessment Unit Manager (TM VI)

Position Purpose

This position is accountable for providing highly specialized technical expertise department-wide to ensure that waste issues are adequately investigated and policy and procedures are uniformly applied in the districts, central bureaus and divisions. This position coordinates the hazardous waste assessments conducted by the department associated with transportation projects. This position initiates, reviews and prepares investigation work plans and reports, risk assessments, and other technical special-waste related reports; recommends further action and coordinates contract activities with consultants, districts, central office bureaus and regulatory agencies. The position requires keeping abreast of related laws, statutes, and rules and their potential effects on the department. This position acts as the department's technical expert in waste-related issues and can effectively and professionally communicate within the department, other agencies and the public.

Dimensions

Annual value of contracts managed by Unit:	\$13 million
Number of Environmental Survey Requests (ESR) processed annually:	240
Number of Preliminary Environmental Site Assessments (PESA) per year:	240
Number of Preliminary Site Investigations (PSI) & Special Provisions per year:	125
Number of Highway Authority Agreements (HAA) processed annually:	75
Number of detailed or other special investigations per year:	10
Number of NEPA documents reviewed annually:	20
Number of SEFC prequalification submittals reviewed annually:	20
Number of environmental compliance audits conducted annually:	25

Nature and Scope

This position reports to the Unit Manager as do the Specialist and Coordinator. There are no positions reporting directly to this position.

This position provides the department with specialized expertise on project related hazardous waste investigations and follow-up actions. S/He works with statewide consultant agreements for investigation and remediation planning. This position assists the Unit Manager in advising the district offices on appropriate procedures and/or courses of action relating to regulated wastes encountered during project development and construction. This position prepares Special Provisions for contract lettings that conform to departmental guidelines, are compatible with engineering requirements, and follow state and federal rules and regulations. This position also performs in concert with the hazardous materials studies program, which is accomplished through an interagency agreement with Illinois State Geological Survey (ISGS) for performing Preliminary Environmental Site Assessments (PESA).

Typical problems include the difficult balancing of acceptable quality assurance/quality control of investigations with the department's need for expeditious risk assessment and abatement of projects prior to construction. The greatest challenge is to satisfy the needs of each in an efficient, timely, and cost effective manner while abiding by department policy and federal and state law.

The incumbent manages the development of hazardous waste investigations and follows up on involvements identified by ISGS and others and/or encountered during construction. The incumbent initiates, coordinates and conducts reviews of proposals, recommendations for selections, negotiating contracts, and the evaluation of performance of these statewide consultants. This position provides technical guidance and expertise regarding hazardous waste through a variety of actions. S/He reviews environmental documents (Environmental Impact Statements, Environmental Assessments, and technical reports) prepared by district offices, consultants, railroads and others and initiates any modifications required in regard to hazardous waste.

S/He will upon request prepare sections of environmental documents for projects involving hazardous waste and related issues such as leaking underground storage tanks and highway authority agreements. The incumbent provides guidance to districts and central offices by attending districts coordination meeting, participating in project field meetings, preparing and providing technical training, preparing and distributing technical environmental memoranda. Timely and accurate coordination and advice are necessary to ensure protection of staff, contractors and the public when hazardous materials are encountered. Discretion is also necessary to elicit an appropriate response and not cause undue alarm.

Other examples of environmental work activities and problems for which the incumbent is responsible for solving include the following: manage various hazardous waste site investigations and remediations throughout the state including vector waste spills and LUST remediation; sign and stamp as an Illinois Licensed Professional Geologist the Uncontaminated Soil Certification forms (Illinois EPA LPC-663 forms); review construction plans that are identified by the district as having potential involvement with special waste and ensure correct pay items, quantities, and special provision(s) are included in the construction plans; track department pollution liabilities per fiscal year, prepare GASB 49 –Accounting & Financial Reporting for Pollution Remediation Obligations document and coordinate with the Office of Chief Counsel and Office of Finance and Administration; coordinate assessment of IDOT's maintenance yard facilities and develop long-term compliance solutions; develop best management practices (BMPs) for the districts to follow and work with IEPA on compliance issues; incorporate the best management approach to be utilized at the maintenance and laboratory facilities; provide technical review on Highway Authority Agreements (HAA) with the Office of Chief Counsel and document cost recovery; review senate and house legislative bills and the affect on the department's policies and procedures and estimate the monetary impact to the department if these changes are implemented; work with and advise bureaus on policy revisions; obtain LUST fund reimbursement; attend meetings as IDOT's representative on, for example, "Interagency Coordinating Committee on Groundwater" (ICCG), "Groundwater Advisory Council" (GAC), Illinois Geologic Mapping Advisory Committee (IGMAC), and Environmental Crimes Task Force; and participate in Illinois Pollution Control Board hearings regarding proposed environmental regulations and attend conference calls with the Transportation Research Board annual meeting and summer meeting regarding ADC60 Committee on Waste Management and Resource Efficiency.

The incumbent has authority to assign priorities, resolve technical problems, and monitor and approve consultant work for all hazardous waste surveys and studies. S/He has broad freedom to act and will refer only the most complicated and/or sensitive matters to the Unit Manager for resolution. This position is constrained by departmental policies and procedures.

The incumbent has frequent contact with the district and central office bureaus; Office of Planning and Programming, Office of Chief Counsel, Bureau of Land Acquisition, Bureau of Operations, and Bureau of Construction. External contact with the FHWA, the Illinois State Geological Survey, numerous state and federal agencies, construction contractors, the public, Illinois Environmental Protection Agency, the Office of State Fire Marshal, and others who must approve hazardous waste remediation and handling plans; and, to keep abreast of current regulations and to keep project schedules on track. Statewide travel is required.

The effectiveness of this position is measured by timeliness, technical adequacy, accuracy, and acceptability of hazardous waste surveys, investigations, special provisions, and remediation plans and the timely resolution of environmental problems within his/her purview.

Principal Accountabilities

1. Coordinates the department's special waste investigation services including preparation of Professional Transportation Bulletin (PTB) advertising and letting documents for special waste services, managing agreements with statewide hazardous waste investigation consultants, processing of contract obligation documents (COD), and consultant invoice payments.
2. Provides technical expertise and guidance to all divisions and offices of the department in regard to special waste, in support of and coordination with the Unit Chief as necessary.
3. Provides expert review of and recommends corrective actions or prepares special waste portions of environmental reports submitted by offices and divisions of the department.
4. Assures that all special waste documents conform to departmental guidelines, are compatible with engineering requirements, and consistent with state and federal law.
5. Monitors special waste surveys and studies conducted by the department to assure that problems are adequately investigated and policies and procedures are uniformly applied in the districts and central bureaus and divisions.
6. Directs the activities of consultants for hazardous waste studies and recommends approval of their work.
7. Evaluates the performance of project consultants for the special waste aspect of environmental studies and for their qualifications in hazardous waste.
8. Keeps abreast of waste issues, both state and federal, and their potential effects on the department.
9. Provides expert technical review on Highway Authority Agreements (HAA) and coordinates with Office of Chief Counsel.
10. Prepares special provisions for lettings based upon results of Phase II PSI results. Reviews construction plans prior to letting to ensure they are correct for special waste issues.
11. Performs other duties as required.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.